



# **Granite Town Media**

## **Advisory Committee**

### **Meeting Minutes**

25 September 2014

**Present:** Dave Alcox, Kevin Drew, Kevin Federico, Tim Finan, Don Jalbert, Andrew Jeffery, Mike McInerney, Tom Schmidt

**Absent:** Joe Kasper

**Guests:**

### **Call to Order:**

Meeting called to order 6:10 PM

### **Minutes**

Minutes approved with corrections.

## **Old business**

### **Live Streaming**

Gov and Edu channels have been inoperative for months. Equipment for Government channel has been replaced and configured. Educational channel is still inoperative. Mike needs assistance from EZstream and Access A/V getting the second channel configured. Should be up by end of next week.

### **Web Site**

Mike spoke to the web developers about being more responsive. They agree and appear to have resolved their staffing problems. That is fortunate as migrating the web site to a different developer is a difficult task.

### **Videographer salary**

Mike decided to make the salary increase dependent on tenure. New videographers start at \$10 per hour, salary is increased to \$12 after successful completion of probationary period.

## **New Business**

### **Equipment Failure**

Two pieces of equipment failed in the BoS meeting room, one of the cameras and the Cable TV interface, EZstream and recording is not affected. Mike is getting quotes from Access A/V on a replacement camera. Both issues should be resolved by Sept 29<sup>th</sup>.

### **Budget Committee Meetings**

Budget time is upon us again, GTM will cover Town Budget Committee (held in BoS room) and School Budget Committee (held in Police Station conference room) meetings.

### **2015 Community Media and GTM Budget**

Next year's Community Media budget is flat compared to 2015. This is mainly the town web site. GTM operation and capital equipment is funded by the Cable Franchise fee, not general town revenue. The franchise fee accrues to the GTM revolving fund. Proposed 2015 GTM capital purchases are upgrades to the BoS meeting room and multi camera support of sporting events.

### **Audio Improvement**

Mike stated microphones are all high quality commercial microphones. In general committee and board members are aware of proper microphone usage. Still have occasion problems with public microphone use. Not really much that can be done about that other than aggressively managing mixer gain.

### **Work Flow**

A time consuming aspect of program management is uploading recorded programs to EZstream, due to file size and limited upload capacity. Andrew suggested implementing a staging server. Content from the production system is transferred at high speed to the server and then an automated script manages unattended upload to EZstream. Mike will talk to Bruce Dickerson (IT) about getting a server to allow us to stage EZstream uploads to improve work flow. Server does not have to be high performance, just a few Terabytes of relatively fast write disk.

Currently most of GTM's equipment is located in the high school TV studio. This requires numerous trips between Town Hall and School. Kevin Federico will investigate if space can be found in Town Hall for the equipment. Currently GTM equipment is located in a single equipment rack in the school TV studio control room. That requires both front and rear access and there is no space for additional equipment. Ideally new space will accommodate three racks with front only access, or at a minimum two racks.

### **School - Video on Demand**

Follow up on last month's discussion to have school district meetings and games accessible from the school's web site. Kevin Drew and Don Jalbert expressed concern this will require a lot of ongoing work on the part of the district if they had to modify the page for each new event. Currently the video on demand page at the Town's web site is hosted by EZstream and consists of all events Mike has uploaded. We have limited ability to modify that page. It is desirable to have the school's page limited to relevant games and meetings. The Town's contract with EZstream lumps everything together so there is no easy way to separate school from town videos. Andrew suggested using the search function built into the EZstream page. Successful use is contingent on two conditions: 1) adopt a consistent and unique video naming strategy and 2) the EZstream search needs to be persistent.

Mike will work with Andrew to create a search request, save it and see if it works at a later date.

### **Library PSA**

Library has embarked on an expansion program. They requested GTM assistance creating a video to explain why the current facilities are inadequate and promote the new building project. Mike will follow up.

### **Policy and Procedure Manual**

Work was deferred on the Policy and Procedure manual until next meeting

Tom noted the approved version of the GTM Policy and Procedure manual is not posted the web site. Mike will post the manual.

### **Election Post Mortem**

Initially Town Web site pointed to NH Secretary of State Site to view candidate ballots. This meant the request was redirected to the SoS site and user had to select which town they wanted to view. Tom noted SoS page design opened ballot at the bottom of the page making it easy to miss. Mike modified the Milford site during the election and loaded ballot images directly so someone attempting to view candidate ballots simply clicked on the desired ballot and it opened. That way candidate ballots are viewable the same as town and school ballots. Intent is to continue that practice going forward.

To make election information more visible going forward information about the election will be posted on the front page in the Current Events section rather than as a link at the top of the page.

Rather than posting scanned images of ballots showing hand written totals Mike created a result page and updated it with ballot results. This resulted in a much cleaner page and eliminated previous complaints about legibility and ballot orientation. It does however slightly delay updating the site because the form needs to be filled out rather than simply uploading a scanned image.

Tom mentioned the Town Web site Elected Official page does not include end of term date. Some positions include personal info that should be removed. Mike will update the web site.

### **Upcoming Meeting:**

October 23, 6 PM Ambulance building meeting room

### **Adjourn:**

Meeting adjourned 7:45 PM

Respectfully submitted: Tom Schmidt